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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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December 10, 2003

TO: Various Food Service Agencies (All Islands)
Department of Health (Hawaii State Hospital, Waimano Training
School and Hospital, Kalaupapa Settlement, Dental Health
Division, Adult Mental Health Centers)
Department of Public Safety (Correctional Facilities)
University of Hawaii Lab School

FROM: Procurement Officer

SUBJECT: Disposable Food Service Products
DOE Price List No. E04-11 (Oahu)
DOE Price List No. E04-12 (Big Island)
DOE Price List No. E04-13 (Maui)
DOE Price List No. E04-14 (Molokai/Lanai)
DOE Price List No. E04-15 (Kauai)
January 1, 2004 to December 31, 2004

The price list for Disposable Food Service Products issued by the Department of Education (DOE) is attached. The above listed agencies on the islands of Oahu, Hawaii, Maui, Kauai, Molokai and Lanai are mandated to purchase from the appropriate lists under the terms of the cooperative purchase agreement between the State Procurement Office and DOE.

Procedure for requests to purchase outside of the price lists remains the same. Agencies except for the University of Hawaii Lab School, shall continue to submit SPO Form-5 (dated 9/18/96 or later), "Request for Authorization to Purchase Outside of the State Procurement Office Price List", to the State Procurement Office. Likewise, the University of Hawaii Lab School shall continue to request waivers, if any, from the University of Hawaii procurement office.

Specific questions relating to the various products listed shall be directed to the listed vendors. Procurement questions or complaints may be directed as follows:

	<u>Point of Contact</u>	<u>Telephone</u>	<u>Facsimile</u>
Executive branch agencies:	Sharon Koga	586-0562	586-0570
University of Hawaii	Jamie Wong (primary)	956-8687	956-2093

ROBERT J. GOVERNS, CPPB
Procurement Officer

Attachment (Price List)

DEPARTMENT OF EDUCATION
PROCUREMENT SECTION

DOE Price List No. E04-14 (Molokai and Lanai)
Replaces E03-20

DISPOSABLE FOOD SERVICE PRODUCTS

January 1, 2004 to December 31, 2004
(IFB D04-027)

Orders shall be placed with the following companies:

<u>Vendor</u>	<u>Payment Address</u>	<u>DOE Vendor Code</u>	<u>Telephone #</u>	<u>Fax #</u>
Maui Chemical & Paper Products, Inc. 875 Alua Street Wailuku, HI 96793 Contact: Customer Service Bessy Cacayorin		028795	244-7311	242-6722
Valley Isle Produce, Inc. dba VIP Foodservice 70 Hobron Avenue Kahului, HI 96733 Contact: Momi Kaikala	P.O. Box 517 Kahului, HI 96733	046034	877-5055	877-4960

BID PRICES

Unit prices shall be based on delivery to destination and shall include any and all other costs incurred **except for the Hawaii General Excise Tax**. The Hawaii GET shall be added to the invoice as a separate line item and shall not exceed 4.166%. No additional charges shall be assessed.

STATE'S COMMITMENT

All cafeterias under the DOE's School Food Services Program are mandated to purchase disposable food service products from this price list. Further, other food service institutions under the jurisdictions of the State Procurement Office and the Judiciary are also mandated to purchase disposable food service products from this price list. From time to time, other agencies (for example: DOE's Special Education Programs or Health Rooms and DOH's Dental Health Division or Mental Health Centers) may purchase from this price list but these purchases shall be by mutual agreement between the agency and the vendor and shall be minimal and infrequent.

ORDERING PROCEDURES

- Orders must be placed five (5) business days prior to requested delivery date.
- Orders shall be faxed (DOE) or mailed (other agencies) to the above-listed vendors. Order forms are attached for DOE cafeterias' use only.
- "DOE Price List No. E04-14" should be noted on orders and invoices issued against this price list.
- When revising orders, SFMS must remember to state "Revised" and date of revision on new order. Failure to do so may result in a duplicate order.
- Agencies should retain this price list for future reference to specific terms and conditions related to items purchased.

DELIVERY AND ACCEPTANCE

Upon receipt of purchase order, vendor shall deliver all products to the location designated on the purchase order within five (5) business days of receipt of purchase order. The minimum order for delivery shall be \$50.00. The DOE reserves the right to combine orders from other price lists as well as non-bid items to meet this minimum order requirement. Orders totaling less than \$50.00 shall be made available on a "will call" bases or delivery shall be made only at the vendor's option and in accordance with vendor's delivery schedule.

Deliveries to DOE school cafeterias shall be made between 6:00 a.m. and 2:00 p.m., Mondays through Fridays in accordance with the vendor's delivery schedule. Deliveries shall be scheduled on at least two (2) non-consecutive business days per week. (Note: Friday and Monday do not qualify as non-consecutive business days.) Cafeterias may contact either the vendor or the Procurement Office for exact delivery days. Upon DOE cafeteria's request, vendor shall stack delivery cases in a previously-cleared storage area.

Any loss or damage to the products shall be the responsibility of the vendor. Vendor's responsibility for products and delivery does not end until acceptance of products at the designated location. Vendor shall forward original and three (3) copies of invoices directly to ordering agency.

FAILURE TO DELIVER

If a vendor is unable to deliver the exact product, it shall be the vendor's responsibility to notify the ordering agency of the disposition of the order within two (2) days after receipt of order. Vendor shall obtain prior approval from the DOE Procurement Office and the ordering agency to deliver an acceptable substitute at the same bid price and under the same terms and conditions. It shall be the vendor's responsibility to obtain and deliver the acceptable substitute.

QUALITY

Products furnished shall be new and of the best quality of its respective kind. Products shall be free from defects that may render it unfit for use. Vendor must immediately remove and replace damaged or rejected products with products of the quality required by specifications. Failure to remove or replace any rejected products shall not relieve the vendor from his contractual responsibilities. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable products.

Products shall meet all applicable federal and state regulations.

EXCEPTION FROM PRICE LIST

If the price list product is not suited to an agency's purpose, exception to purchase outside of this price list may be granted by the agency's Chief Procurement Officer. To obtain approval, DOE cafeterias must justify the exception on the DOE Form 5, *"Request Exception From Purchasing From Price List"* and fax to the DOE's Procurement Office. The approval must be obtained prior to purchase. The original Form 5 must be attached to payment documents.

INQUIRIES

Questions relating to this price list may be directed to Mrs. Donna Alvaro, Procurement and Distribution Section at telephone (808) 675-0130, fax (808) 675-0133 or via e-mail at *Donna_Alvaro@notes.k12.hi.us*.

/s/ Chris Butt

Department of Education
Procurement Administrator

Disposable Food Service Products - Molokai and Lanai
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<u>Bags</u>				
1	Bags, 1-gal. Freezer; 200/pack	Reynolds RF1011	\$ 20.79	pack	VIP Foodservice
2	Bags, 2-gal. Freezer; 100/pack	Reynolds RF2011	\$ 22.07	pack	VIP Foodservice
3	Bags, Food Storage, 18" x 24"; 250/cs.	No requirements, do not purchase.			
4	Bags, Produce Food Storage; 1,000/cs.	Siu's 8x4x18	\$ 34.21	case	VIP Foodservice
5	Bags, Grocery, Kraft #8; 2,000/cs.	No requirements, do not purchase.			
	<u>Bowls, foam</u>				
6	Bowls, foam, 8-oz. capacity; 1000/case	No requirements, do not purchase.			
7	Bowls, foam, 10-oz. capacity; 1,000/case	No requirements, do not purchase.			
8	Bowls, foam, 12-oz. capacity; 500/case	Dart 12SJ20	\$ 23.39	case	VIP Foodservice
9	Bowls, foam, 16-oz. capacity; 500/case	No requirements, do not purchase.			
10	Lids for 8-oz. bowls; 1,000/case	No requirements, do not purchase.			
	<u>Containers, Food</u>				
11	Containers, 3-comp. Plastic; 250/case	No requirements, do not purchase.			
12	Containers, 3-comp. Foam; 200/case	PacTiv 80-663	\$ 26.47	case	VIP Foodservice
13	Bun Pan Bags; 200/case	Handgard FB37	\$ 21.50	case	VIP Foodservice
14	Bun Pan Rack covers; 50/case	No requirements, do not purchase.			
	<u>Cups, drinking; plastic</u>				
15	Cups, drinking, plastic: 5-oz. cap. 2500/case	Dart 5N25	\$ 30.33	case	VIP Foodservice
16	Cups, drinking, plastic: 7-oz. cap. 2500/case	Dart 7N25	\$ 36.38	case	VIP Foodservice
17	Cups, drinking, plastic: 9-oz. cap. 2500/case	Dart 9N25	\$ 49.50	case	VIP Foodservice
18	Cups, drinking, plastic: 12-oz. tall 1000/case	No requirements, do not purchase.			
19	Lids for 7-oz.cups; 2,000/case	No requirements, do not purchase.			
	<u>Cups, drinking; foam</u>				
20	Cups, drinking foam, 6-oz. capacity 1000/case	No requirements, do not purchase.			
21	Cups, drinking foam, 8-oz. capacity 1000/case	Dart 8J8	\$ 27.47	case	VIP Foodservice
22	Cups, drinking foam,10-oz. capacity 1000/case	Dart 10FJ8	\$ 36.16	case	VIP Foodservice

Disposable Food Service Products - Molokai and Lanai
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<u>Cups, portion, plastic & clear lids</u>				
23	Cups, portion plastic, 2-oz. cap. 2500/case	No requirements, do not purchase.			
24	Lids for 2-oz. cups; 2500/case	No requirements, do not purchase.			
25	Cups, portion, plastic, 3-1/4 oz. cap. 2500/case	No bids received, purchase from best available source.			
26	Lids for 3-1/4 oz. cups; 2500/case	No requirements, do not purchase.			
27	Cups, portion, plastic, 5-1/2 oz. cap. 2500/case	No bids received, purchase from best available source.			
28	Lids for 5-1/2 oz. cups; 2500/case	No bids received, purchase from best available source.			
	<u>Cups, souffle, paper</u>				
29	Cups, souffle, 2-oz. capacity; 5,000/case	No requirements, do not purchase.			
30	Cups, souffle, 5-1/2 oz. capacity; 5,000/case	No requirements, do not purchase.			
	<u>Cutlery, plastic</u>				
31	Cutlery, plastic, Forks; 1,000/case	World Bond IP201F	\$ 9.00	case	Maui Chemical
32	Cutlery, plastic, Spoons; 1,000/case	World Bond IP202S	\$ 9.00	case	Maui Chemical
33	Cutlery, plastic, Knives; 1,000/case	World Bond IP204K	\$ 9.10	case	Maui Chemical
	<u>Film, PVC</u>				
34	Film, PVC 12" x 2000', roll	No requirements, do not purchase.			
35	Film, PVC 18" x 2000', roll	No requirements, do not purchase.			
36	Film, PVC 24" x 2000', roll	No requirements, do not purchase.			
	<u>Foil, aluminum, dispenser roll</u>				
37	Foil, aluminum Standard, 12" x 1000'	No requirements, do not purchase.			
38	Foil, aluminum Standard, 18" x 1000'	Reynolds 615	\$ 36.95	roll	VIP Foodservice
39	Foil, aluminum Heavy duty, 18" x 1000'	No requirements, do not purchase.			
40	Foil, aluminum Heavy duty, 24" x 1000'	No requirements, do not purchase.			
41	Foil, aluminum Standard sheets, 10-3/4 x 12"; 3000 shts./cs.	Reynolds 721	\$ 51.54	case	VIP Foodservice
42	Wax Paper, 12" x 250', roll	No requirements, do not purchase.			
	<u>Pan Liner, bakery paper</u>				
43	Pan Liner Parchment paper; 1,000/case	No requirements, do not purchase.			
44	Pan Liner Quillon paper; 1,000/case	Papercon 25Q1	\$ 25.70	case	Maui Chemical
	<u>Napkins, paper</u>				
45	Napkins, paper Tall fold; 10,000/case	Kimberly Clark 98-710	\$ 33.24	case	Maui Chemical
46	Napkins, paper Low fold; 8,000/case	No requirements, do not purchase.			

Disposable Food Service Products - Molokai and Lanai
January 1, 2004 to December 31, 2004

Item No.	Description	Manufacturer/Brand Name & Product No.	Unit Bid Price	Unit	Name of Vendor
	<u>Trays, Food, paper</u>				
47	Trays, Food, paper, 1 lb. Capacity; 1,000/case	No requirements, do not purchase.			
48	Trays, Food, paper 2 lb. Capacity; 1,000/case	No requirements, do not purchase.			
49	Trays, Food, paper 3 lb. Capacity; 500/case	No bids received, purchase from best available source.			
50	Trays, 3-comp. Paper; 500/case	Chinet 22023	\$ 48.35	case	Maui Chemical
51	Trays, 5-comp. Paper; 500/case	Chinet 22025	\$ 48.55	case	Maui Chemical
52	Trays, 5-comp. Foam; 500/case	No bids received, purchase from best available source.			
	<u>Caps, white; food handlers</u>				
53	Caps, white, Overseas; 1,000/case	No requirements, do not purchase.			
54	Caps, white, Bouffant; 1,000/case	No requirements, do not purchase.			
	<u>Gloves, polyethylene; food handling</u>				
55	Gloves, poly, Small; 100/box	No requirements, do not purchase.			
56	Gloves, poly, Medium; 100/box	No requirements, do not purchase.			
57	Gloves, poly, Large; 100/box	Handgard DSG100L	\$ 1.45	box	Maui Chemical
	<u>Gloves, vinyl; food handling</u>				
58	Gloves, vinyl, Small; 100/box	No requirements, do not purchase.			
59	Gloves, vinyl, Medium; 100/box	No requirements, do not purchase.			
60	Gloves, vinyl, Large; 100/box	Goldmax 1516-1	\$ 3.00	box	Maui Chemical
61	Gloves, vinyl, X-large; 100/box	Goldmax 1515-1	\$ 3.00	box	Maui Chemical